

**MEMORANDUM FOR: Director of Communications**

**✓ Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Medical Staff**

**SUBJECT**

**: Actions of Interest to the Office of the Director**

*Most urgent*

1. Each DD/S Office Head will furnish DD/S as soon as possible but in no case later than 1600 hours, Tuesday, 26 November 1963 a memorandum listing all actions for which his Office has any responsibility and in which the O-DCI or O-DD/S either has or should have a particular or special interest. The memorandum will contain a brief status or progress report on each item listed with an estimated date of completion where appropriate and an indication of any action which needs to be taken by anyone outside of the Office, including O-DD/S and/or O-DCI, to ensure completion in a minimum of time.

2. Effective immediately any action in which the O-DCI has a particular or special interest, as distinguished from day-to-day routine, will be given the highest priority attention by DD/S components. Office Heads will establish procedures to ensure that they are personally aware of any such interest communicated to their Offices and, insofar as it is within the competence of their respective offices to do so, that action including appropriate coordination is completed in a minimum of time. They will also ensure that O-DD/S is aware of any such O-DCI interest and that O-DD/S is kept fully informed of all communications with the O-DCI, either oral or written.

3. Deadlines established by O-DCI or O-DD/S on action requested, either orally or in writing, will be strictly adhered to with extension requested only for the most compelling reasons. Where no deadline has been established by O-DCI or O-DD/S, the Office Head will establish a realistic deadline consistent with these principles of speed of action, advise O-DD/S, and ensure that the deadline is met.

4. It is my aim and that of my immediate staff to be of maximum assistance to DD/S Office Heads and to this end we will endeavor to be available for maximum consultation, advice, and assistance to include, in the interest of speed or economy of time, the review of draft papers. However, such drafts when submitted for preliminary consideration should represent the best efforts of the Office concerned which normally should include a review by the Office Head. I am aware of the heavy and increasing workload which Support services are carrying with restricted budgets and personnel ceilings. However I cannot accept this as an excuse for any failures to comply with the intent and spirit of this memorandum. We are all here to serve the Director who is in the final analysis responsible for all that we do. If our staffs are not now organized to provide this kind of service and completed staff work, reorganization is already overdue.

L. K. White  
Deputy Director  
for Support